

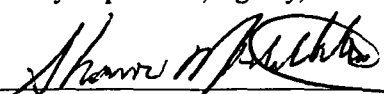
Department of General Services  
Records Management Division

Schedule No. 2264

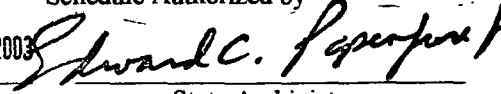
**RECORDS RETENTION AND DISPOSAL SCHEDULE** Page 1 of 1  
(Supersedes Schedule No. 825)

Agency		Division
Item No.	Description	Retention
	<p style="text-align: center;"><u>Department of Labor, Licensing, and Regulation</u> <u>Division of Labor and Industry</u> <u>Maryland Apprenticeship and Training Program</u></p> <p style="text-align: center;"><b>Supersedes Schedule #825</b></p>	
1.	<u>Maryland Apprenticeship and Training Council (MATC) Meeting Minutes</u> Approved, written minutes of all public meetings of the Council.	Retain permanently. Periodically send to State Archives.
2.	<u>Apprentice Masterfile Records</u> A card file on individuals who have served a registered apprenticeship in Maryland and used to verify the same where proof of completion of an apprenticeship program is a condition for employment or the awarding of academic credit.	Retain in office for 40 years and then send to Records Management Center to retain for another 20 years and then destroy.
3.	<u>Apprenticeship Program Mastercard File</u> An index file to the status of Maryland registered apprenticeship programs	Retain in office for as long as Maryland is a recognized State Apprenticeship Agency (SAA) then send to Records Management Center to retain for another 20 years and then destroy.
4.	<u>Apprenticeship Program Sponsor Files</u> A file consisting of a folder for each registered apprenticeship program and containing all materials pertaining to that program sponsor.	Retain in office as long as sponsor remains registered and for three years after cancellation and then send to Records Management Center to retain for another five years and then destroy.
5.	<u>Veterans on-the-job Training Program Files</u> A file consisting of a folder for each establishment approved to provide on-the-job training for eligible veterans and containing all materials pertaining to that establishment.	Retain in office for as long as the establishment remains approved and for three years after withdrawal of approval has been accepted by the federal Department of Veterans Affairs and then send to Records Management Center for another five years and then destroy.
6.	<u>Completed/Cancelled Apprenticeship Agreements</u> A file consisting of a folder of apprenticeship agreements for individuals that have completed the program and a folder of apprenticeship agreements for individuals that have been cancelled from the program.	Permanent. Retain in office for three years after processing and then send to Records Management Center to microfilm and transfer to State Archives.

Schedule Approved by Department, Agency, or Division Representative

1/8/03  Director  
Date Signature Title

Schedule Authorized by

FEB 27 2003  State Archivist  
Date